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21 MAY 1959

MEMORANDUM FOR: Acting Chief, Finance Division  
Chief, Fiscal Division

FROM : Deputy Comptroller

SUBJECT : Modification of MRD Procedures

REFERENCES : (a) My memorandum of 6 May 1959, same subject  
(b) Memorandum to Deputy Comptroller from  
Chief, Technical Accounting Staff, dated  
29 April 1959, same subject

1. It was agreed in a meeting in my office on 13 May 1959  
that:

a. Allottees should be provided at the end of each  
month with a list of expenditures and a list of property  
issues in lieu of a consolidated list as under current  
procedures;

b. The data on each list should be presented by  
cost account numbers and by obligation reference numbers  
within each cost account number; and

c. The lists should be prepared by the Machine  
Records Division as the first, or one of the first,  
operations following the end of each month.

2. The Acting Chief, Finance Division is requested to  
coordinate with the Chief, Machine Records Division in implementing  
these changes in procedures as soon as feasible. It is hoped that  
they can be implemented in time to provide allottees with lists  
of expenditures and lists of issues beginning with the month of  
May, each arranged and sub-totaled by obligation reference number  
within cost center account number.

3. The Chief, Fiscal Division is requested to effect arrangements  
for listings of expenditures on the same basis beginning  
with the month of July.

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